

## Lubbock Hair Academy Enrollment Application

This application is designed for the staff of Lubbock Hair Academy to get to know the applicant. The information from this application will help the staff learn the intentions, attitudes, and desires of the prospective student in attending this institution.

Full Name: \_\_\_\_\_  
                    FIRST                                    MIDDLE                                    LAST

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long at your present address? \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

What was your previous address: \_\_\_\_\_?

How long at your previous address: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Birth Place: \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_  
If "no" give name of country. \_\_\_\_\_

Social Security Number: \_\_\_\_\_

### **Education Background**

Date you expect to enroll: \_\_\_\_\_

Education	Name of School	Year Completed	Graduate	Type of Course
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High School \_\_\_\_\_

College \_\_\_\_\_

Other \_\_\_\_\_

If you did not graduate from high school, do you have a GED? Yes\_\_\_\_ No\_\_\_\_

Military Record: Branch \_\_\_\_\_ Entry Date \_\_\_\_\_ Date Discharged \_\_\_\_\_

Please describe your duties and any special training you received.

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**Personal References**

Please list three (3) personal references other than family members.

Name:                      Address:                      Telephone:                      Occupation:

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**Personal Information**

Please answer the following questions honestly. Lubbock Hair Academy seeks out prospective students that are motivated and interested in entering the hair/nail career. Lubbock Hair Academy seeks to select qualified students without regard to race, creed, religion, sex, age, national origin or disability.

Marital Status:    \_\_\_ Single    \_\_\_ Married    \_\_\_ Separated    \_\_\_ Divorced

Have you ever been convicted of a crime, excluding misdemeanors?    \_\_\_ Yes    \_\_\_ No

If yes, please describe in full.

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Person to be notified in case of emergency:

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Name	Address	Telephone #
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Tell us about yourself.

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Please tell us why you chose to enter this profession and the expectations you have of attending Lubbock Hair Academy.

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I certify that the information on this application is accurate and complete and subject to verification by Lubbock Hair Academy. I authorize such verification and release from liability any person giving or receiving such information. I understand that any misrepresentation or omission of facts would be detrimental to this application and may cause for preventing my being accepted as a student. This application does not constitute a contract of admission. I hereby authorize Lubbock Hair Academy to perform a background check for enrollment approval or denial.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**The curriculum for the barber instructor license with one year experience consists of 500 hours to be completed in a course of not less than 13 weeks as follows:**

**Barber Instructor - 500 Hour With 1 Year Experience Curriculum**

**(1) instruction in theory, consisting of 125 hours:**

**(A) lesson planning: 15 hours**

**(B) personality and professional conduct: 15 hours**

**(C) development of a barber course: 15 hours**

**(D) student learning principles: 10 hours**

**(E) principles of teaching: 10 hours**

**(F) basic teaching methods: 10 hours**

**(G) teaching aids: 10 hours**

**(H) testing: 10 hours**

**(I) self evaluation: 10 hours**

**(J) teaching adults: 10 hours**

**(K) classroom problems: 5 hours**

**(L) classroom management: 5 hours**

**(2) instruction in practical work, consisting of 375 hours:**

**(A) assisting with students: 250 hours**

**(B) theory class (assisting teacher, observing, teaching): 50 hours**

**(C) learning office procedures and state laws: 50 hours**

**(D) grading test papers (assisting teacher, observing, grading): 25 hours**

## TUITION AND FEES

Application Fee (processing )	\$40.00
Enrollment Fee (permit)	\$25.00
Tools (mandatory)	\$135.00
Tuition: INSTRUCTOR 500	\$6,000.00
Book/Workbook	<u>\$300.00</u>
	<b>\$6,500.00</b>

### State Testing Fees

Written \$52.00

Practical \$74.00

## CLASS SCHEDULE

500 Hours

13 WEEKS MIN.

**Shift 8:00am – 1:30pm Tue- Fri**

**Sat 8:00am – 2:00pm**

## GRADING SYSTEM

Lubbock Hair Academy uses the numerical grading system. All students must maintain a grade average of 75 or above. If a student's average falls below 75, that student will be placed on probation for thirty (30) days. If in that time the student has not improved to the required level, he/she will be suspended for thirty (30) days. Reenrollment will be at the discretion of a school administrator.

## ATTENDANCE POLICY

1. All students are expected to attend classes five days each week, Tuesday through Saturday, unless the administrative officer has previously approved a part-time schedule.
2. To maintain satisfactory progress, students must maintain a minimum of 80 clock hours per month for part time students. Students failing to comply with these standards will be placed on probation to correct insufficient hours. If hours are not satisfactory at the end of the probation period, the student will be placed on 30-day suspension.
3. Students will be required to complete a minimum amount of hour's midway through their course in order to complete in the maximum time frame. Required midpoint hours are as follows:

### Midpoint

a. Barber/Stylist(1500)	750 HOURS / 39 Weeks
b. Barber Crossover(300)	150 HOURS / 9 Weeks
c. Manicurist(300)	300 HOURS / 18 Weeks
d. Barber Instructor(750)	375 HOURS /22 Weeks
e. Barber Instructor(500)	250 HOURS /15 Weeks
f. Barber Tech(300)	150 HOURS /9 Weeks

Students that do not meet this requirement will be dropped from their program.

4. The electronic clock is the official record of hours. Students must clock in and out when arriving at school, leaving for lunch, returning from lunch, and when leaving school at the end of the day. Each student is responsible for his/her own record and is not allowed to clock in or out for another student.
5. Saturday is a mandatory day of attendance for all classes. There are no excused absences unless the school has given prior permission before 8:00 am on the day of the absence. Failure to notify the school of an absence will result in a three-day suspension
6. Students must make previous arrangements to be absent. In case of an emergency, the student must inform a school administrator (by 8:00 am) on the day of the absence.
7. Students are allowed ten (5) absences per year. Any additional excused absence will require appropriate documentation.

## **WITHDRAWAL/TERMINATION**

Any student wishing to withdraw from the Lubbock Hair Academy must inform a school administrator of his/her withdrawal in writing. If the student is under the legal age of 18, the student's parent or guardian must submit the written notice.

The school may deny admission, readmission, or continued enrollment to persons whose behavior is considered by the staff to be unproductive, disruptive, dangerous, or abusive.

## **MAKE-UP WORK/HOURS**

Students must make up all class work/hours for both excused and unexcused absences through arrangement with his/her instructor.

## **REFUND POLICY**

The Lubbock Hair Academy has a fair and equitable policy for the refund of tuition, fees, and other institutional charges in the event the Academy cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged.

A. A full refund of all tuition and fees will be made if:

1. The student cancels the enrollment agreement no later than midnight of the third day after the date on which the agreement is signed by the prospective student excluding Sunday, Monday, and legal holidays, or
2. If the course for which the student is enrolled is canceled by the school, or
3. If the enrollment of the student was procured as a result of a misrepresentation made in the advertisement or promotional materials of the school or by the owner or representatives of the school.

B. Partial refunds will be made as follows:

1. Refund computations will be based on the number of clock hours the student has successfully completed through the last day of attendance as follows:

% Of Required Clock Hours % Refunded by the School

.01 – 10 % 90%

10.01% and up to 20% 80%

20.01% and up to 30% 70%

30.01% and up to 40% 60%

40.01% and up to 50% 50%

50.01% and up to 60% 40%

60.01% and above 0%

2. The portion of the required clock hours is defined as:

$$\frac{\text{Number of Hours Completed}}{\text{Number of Hours Required to Complete Course}}$$

3. Refunds, when due, will be made without requiring a request from the student.

4. Refunds, when due will be made within 30 days of the last day of attendance if written notification has been provided to the school by the student or from the date the school terminates the student or determines withdrawal by the student.

C. All extra costs such as equipment and state fees are non-refundable and are not considered in the refund computations when they are purchased from some other place than the school. These items are considered non-returnable, non-reusable, and the property of the student.